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CORRESPONDENCE - GENERAL

INSTRUCTION SHEET

Destroy pages i, v, vi, 55, 56, 57, 58, 77, 78, 79, 80, 82, 83, 85, and 87 of [redacted] dated May 1955 and insert in lieu thereof the attached revised pages i, v, vi, 55, 56, 57, 58, 58.1, 58.2, 77, 78, 79, 80, 82, 83, 85, and 87 dated 20 June 1958.

25X1

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Page i is revised to include the rescission of [redacted] the material from which is incorporated in revised chapter V. Page v now shows new title of chapter V. Page vi reflects a changed page number for Exhibit 7. Pages 55 through 58.1 are revised to give wider dissemination to instructions concerning identification of and provisions for concurrences and approval in correspondence directed to the Director or Deputy Director of Central Intelligence, originally provided by two memorandums from the Executive Officer to the Director. Pages 77, 78, 79, 80, 82, 83, 85, and 87 of the Index are revised to reflect the changes in chapter V.

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CORRESPONDENCE - GENERAL  
Revised 20 June 1958

FOREWORD

25X1

Rescission: [ ] dated 9 September 1953

Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds the production of work. Faster training and increased utilization of personnel also result. This handbook provides for this standardization in the preparation and handling of Agency memorandums and letters.

The standards prescribed were not selected arbitrarily. They were adopted from many tested systems and a consideration of Agency-wide preferences and needs. The rules are relatively simple. However, some study will be necessary if they are to be mastered. Our correspondence standards will be revised when necessary. Suggestions for their improvement will always be welcome.

Certain correspondence originated by the Clandestine Services or other components of the Agency may require the use of sterile paper or specialized formats and procedures not covered in this handbook. In such cases, the security of the operation or nature of the correspondence will govern the procedures and style standards to be used.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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25X1A

25X1A

HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

## CONTENTS

	PAGE
Chapter I BACKGROUND FOR ALL CORRESPONDENCE	
Section A. Definitions.....	1
Section B. Stationery.....	2
Section C. Which Form to Use - Memorandum or Letter.....	2
Section D. Basic Style.....	7
Section E. Review, Concurrences, Approvals, and Signing Authority.....	15
Chapter II MEMORANDUMS	
Section A. General.....	19
Section B. Memorandums on Letterhead.....	19
Section C. Memorandums on Plain Bond.....	26
Section D. Memorandums on Standard Form No. 64 (Office Memorandum).....	31
Chapter III LETTERS	
Section A. General.....	35
Section B. Format and Style.....	35
Section C. Forms of Address, Salutation, and Complimentary Close.....	41
Chapter IV PREPARATION OF TOP SECRET CORRESPONDENCE.....	51
Chapter V CORRESPONDENCE PREPARED FOR THE SIGNATURE OR THE ATTENTION OF THE DIRECTOR OR DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE.....	55
Chapter VI ASSEMBLING AND FORWARDING CORRESPONDENCE	
Section A. Materials for Assembling and Forwarding Correspondence.....	59
Section B. Addressing Mail.....	72
Section C. Assembling and Forwarding Correspondence.....	73
Index.....	77
Appendix A. REFERENCE SOURCES.....	89

CONFIDENTIAL

CONFIDENTIAL

25X1A

HANDBOOK

CORRESPONDENCE - GENERAL

Revised 20 June 1958

## EXHIBITS

EXHIBIT	PAGE
1. Format, Stationery, and Copy Requirements	
Part I   Format Determination.....	4
Part II  Types of Stationery and Requirements for Copies...	5
2. Concurrences and Approval Within a Memorandum.....	18
3. Memorandum on Letterhead	
Part I   (First Page).....	24
Part II  (Second Page).....	25
4. Memorandum on Plain Bond.....	30
5. Memorandum on Standard Form No. 64 (Office Memorandum).....	34
6. Letter Format	
Part I   (First Page).....	39
Part II  (Second Page).....	40
7. Correspondence Brief for DCI or DDCI.....	58.2
8. Correspondence Assembly Reference Tab.....	59
9. Priority Tag.....	60
10. Transmittal Slip.....	61
11. Official Routing Slip.....	62
12. File and Routing Slip.....	63
13. Routing and Record Sheet.....	64
14. Signature Record and Cover Sheet.....	65
15. Courier's Classified Mail Receipt.....	66
16. Document Receipt.....	67
17. Postage Slip.....	68
18. Types of Penalty and Nonpenalty Envelopes and Labels for Transmitting Official Mail.....	71
19. Correspondence Assembly.....	76

CONFIDENTIAL

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

25X1A

HANDBOOK

CORRESPONDENCE - GENERAL

Revised 20 June 1958

## Chapter V

### CORRESPONDENCE PREPARED FOR THE THE SIGNATURE OR THE ATTENTION OF THE DIRECTOR OR DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

Correspondence prepared for the Director or Deputy Director of Central Intelligence generally conforms to the format standards set forth in preceding chapters except as hereinafter described.

#### III. Stationery and Number of Copies

- a. Letters or memorandums (see Exhibit 1 to determine which is appropriate) addressed to the President, Executive Office of the President, Members of Congress, or officials of other Government agencies:
  - \* Original (DCI or DDCI letterhead bond).
  - Courtesy copy (tissue letterhead).
  - Copy for "Through" addressees, if any (tissue letterhead).
  - Executive Registry copy (plain white or yellow tissue, depending upon whether the yellow official file copy is to be retained at another level).
  - Signer's copy (plain white tissue).
  - \*\* Copy for DDCI (plain white tissue).
  - Copy for return to originator (plain white tissue).
  - Information and other copies as may be desired by originator.
- b. Letters addressed to private individuals and organizations other than those listed in paragraph IIIa above:

Same as above except that no courtesy copy is prepared.
- c. Memorandums forwarded to the Director or Deputy Director of Central Intelligence for approval thereon:

\*NOTE: In the Director's absence, correspondence prepared for the Acting Director's signature is typed on letterhead stationery marked "Office of the Director," not "Office of the Deputy Director."

\*\*NOTE: The Deputy Director of Central Intelligence requires an information copy of all correspondence signed by the Director.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

25X1A

HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

Original, which normally is returned to the originator upon approval or disapproval (plain bond).  
Official file copy for Executive Registry (plain yellow tissue).  
Copy for approving official (plain white tissue).  
Copy for the DDCI (plain white tissue) if memorandum is submitted for the Director's approval.  
Information and other copies as may be desired by originator.

- d. Memorandums forwarded to the Director of Central Intelligence for information:

Original (plain bond) and 1 copy (plain white tissue) for the DCI.  
Copy for DDCI (plain white tissue).  
Other copies as appropriate.

112. Identifying the Nature of Correspondence

- a. All correspondence addressed to the Director or Deputy Director of Central Intelligence should open with a sentence similar to one of the following:
- (1) "This memorandum is for information only; particular reference is made to paragraphs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_."
  - (2) "This memorandum suggests action on the part of the Director (or Deputy Director) of Central Intelligence. Such action is requested in paragraph \_\_\_\_\_."
  - (3) "This memorandum contains a recommendation submitted for Director (or Deputy Director) of Central Intelligence approval. Such recommendation is contained in paragraph \_\_\_\_\_. (Also see paragraph 117a.)"
- b. Correspondence for the signature of the Director or Deputy Director of Central Intelligence shall be accompanied by a brief of one or two paragraphs. Briefs are prepared on plain bond and tissue stock. Copies should be kept to a minimum. However, if the correspondence is for the signature of the Director, a copy of the brief must be provided for the Deputy Director of Central Intelligence. Do not date

-56-

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

25X1A

HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

the brief at the time of typing unless assured that it will be signed on the same day it is prepared. Exhibit 7 illustrates the format of a correspondence brief.

113. "In Reply Refer To." Although the use of this line is optional for correspondence signed by other officials of CIA, it is never used in correspondence for the signature of the Director or Deputy Director of Central Intelligence.
114. Identification of Second and Succeeding Pages. The methods of identifying the second and succeeding pages of memorandums and letters, as described in paragraphs 18a and b, shall not be used in correspondence addressed to or prepared for the signature of the Director or Deputy Director of Central Intelligence.
115. Complimentary Close, Signature, and Title.
- The complimentary close preferred by both the Director and Deputy Director of Central Intelligence is "Sincerely," except for correspondence addressed to the President or Vice President. "Respectfully yours" is then used.
  - Correspondence shall bear the following typed signatures and titles:
 

For the signature of the DCI:	ALLEN W. DULLES* Director
For the signature of the DDCI:	C. P. CABELL* Lieutenant General, USAF Deputy Director
  - In the Director's absence, "Acting Director" is substituted for "Deputy Director," and "Office of the Director" stationery is used.
116. Disposition of Basic Correspondence. If the correspondence for the signature of the Director or Deputy Director of Central Intelligence is in the nature of a reply, indicate under "Distribution" the disposition of the basic correspondence. For example:

## Distribution:

- Orig. and 1 - Addressee  
           1 - C/AAA w/cy of basic  
           2 - C/BBB  
           1 - Exec. Reg. w/basic  
           1 - DCI

\*NOTE: Type the signature in all caps if the correspondence is a memorandum; in initial caps if the correspondence is a letter.

-57-

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

25X1A

117. Concurrences and Approval

- a. All papers submitted for action by the Director or Deputy Director of Central Intelligence which require a signature to denote approval will contain, in the final paragraph, a recommendation which clearly briefs the action recommended. The paper shall further contain the following words in the place provided for the Director or Deputy Director of Central Intelligence signature: "The recommendation(s) in paragraph \_\_\_\_\_ is (are) approved." The concurrences of the Deputy Director concerned and appropriate officers subordinate to him shall also be shown on the same page. (See example below.)

-----  
EXAMPLE OF CONCURRENCES AND APPROVAL

4. It is therefore recommended that the verbal agreement described above be concluded officially.

A. B. SEE  
Chief, Management Staff

CONCURRENCES:

\_\_\_\_\_  
Deputy Director (Support)

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date

The recommendation in paragraph 4 is approved. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

-----  
-58-

C-O-N-F-I-D-E-N-T-I-A-L



C-O-N-F-I-D-E-N-T-I-A-L

25X1A

25X1A

HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

- b. In order that the Director or Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence for his signature, the Executive Registry copy will bear the signature and title of the originator and of each concurring official. The originator's and concurring officials' signatures should be identified by the words "ORIGINATED BY" and "CONCURRENCES," respectively. The signer's copy and all other Agency copies need not bear the signatures of the originator and concurring officials. Their typewritten names will suffice.
118. Assembling and Forwarding. All correspondence will be complete with proper routing slips, envelopes, addresses, room numbers, receipts, and if necessary, postage slips. The assembly is forwarded with all copies and basic material to the Executive Registry, Administration Building.

-58.1-  
C-O-N-F-I-D-E-N-T-I-A-L

CONFIDENTIAL

25X1A

HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

25X1A

13 SPACES

----- BRIEF FOR: Director of Central Intelligence -----

----- SUBJECT: Interagency Correspondence Standards -----

4 SPACES

1. This Agency is contributing suggestions for the development of interagency correspondence standards in cooperation with the General Services Administration.

2. The attached correspondence for your signature conveys our ideas on the subject to those agencies which have expressed an interest in the standardization program.

9 SPACES

----- 14 June 1954 -----

4 SPACES

INSERT DATE AT THE TIME BRIEF IS SIGNED.

5 SPACES

----- JOHN J. JACKSON -----  
Director of Training

\* Distribution:

Orig. - Addressee

1 - CTB/TR

-----

\* TYPED ON FILE COPIES ONLY.

EXHIBIT 7  
CORRESPONDENCE BRIEF

-58.2-

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